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Guidelines for Managing Research Data

Type of document	Guideline
Decided by	Vice-Chancellor
Valid period	From 2022-12-05 and ongoing
Replaces document	(There is no earlier document.)
Responsible administrative unit	Education and Research



Introduction

The guidelines for handling research data concern the Royal Institute of Art's teachers who have research time in their academic posts, doctoral candidates, externally funded researchers and other people who conduct artistic research and development projects (KFoU) and any affiliated staff.

According to Swedish law, activities financed by public funds (e.g. external project grants and salary funds taken from the government funding for research and education at the doctoral level) must be made visible and openly accessible to the artistic and scientific research community and to society at large, regardless of the research subject. This also applies to research data when it occurs within individual projects and that research data should be published freely available on the internet.

According to EU legislation, research data must be handled, "*... as openly as possible and as limited as necessary ...*" with regard to legislation (e.g. applicable freedom of press regulation, personal data, copyright). The handling should follow international FAIR principles, i.e. research data should be Findable, Accessible, Interoperable, and Reusable. By sharing research data, other researchers and the public can, for example, reuse the material or compare when interpreting and analyzing processes and results.

If research data exists

If the researcher assesses that the project systematically collects, generates or reuses research data, a "Template for data management" must be managed continuously and registered in the school's archive from the start of the project.

What constitutes a specific project's research data is identified by the researcher themselves. Research data may exist in different formats, be of a digital or analogue nature, the latter being digitized by scanning or photography, etc.

For researchers who identify the existence of research data, the Royal Institute of Art supports the work to comply with applicable national and international regulations and ecosystems regarding research data, including archiving and culling.

See also "Template for data management" where various questions are posed to the researcher.